

# California Department of Corrections

## Financial Information Memo

<b>SUBJECT:</b>	<b>FIM NUMBER:</b>
Employee Social Security Number on Travel Expense Claims	<b>2001-07</b>
<b>REFERENCES:</b>	<b>DATE: June 18, 2001</b>
California Department of Corrections Travel Guide	

### **DISTRIBUTION**

Executive Staff  
Institutions Division Regional Administrators  
Parole Regional Administrators  
Health Care Managers

### **PURPOSE**

This Financial Information Memo (FIM) establishes accounting policy regarding the use of Social Security Numbers (SSN) on Travel Expense Claims (TEC) STD 262A.

### **DISCUSSION**

Employee SSN's are required on the TEC prior to an employee receiving reimbursement for state travel. The SSN insures proper identification of an employee, and is used by Accounting Offices to establish a unique vendor number for each employee. In addition, the SSN is used to report taxable income to the State Controller's Office in accordance with Internal Revenue Service requirements. Chapter 9 in the California Department of Corrections Travel Guide discusses taxable income.

Accounting Offices protect the confidentiality of records from the beginning of the TEC process through archiving and destruction of the claim schedules. Confidential handling of SSN's on the TEC is explained on the back of the STD 262A in the Privacy Statement section. To further ensure confidentiality, CALSTARS no longer prints the SSN/Vendor ID at the top of the Office Revolving Fund (ORF) check. If it is currently your practice, you should continue to include the last four numbers of the SSN as part of the invoice number that prints in the upper left box on the ORF check.

Additional security will be provided through eventual use of the California Automated Travel Expense Reimbursements System (CalATERS), in which the Department is currently participating as a pilot.

### **ACTION REQUIRED**

It is critical that the SSN be included on the TEC. The travel reimbursement may be delayed or rejected if this information is omitted. Each Institution or Central Office Division should

# California Department of Corrections

## Financial Information Memo

Employee Social Security Number on  
Travel Expense Claims  
Page 2

maintain security sufficient to protect unauthorized access to personal information up to the point that the TEC's are sent to Accounting. Those sending TEC's to Accounting must ensure the personal information is not visible from the exterior of the envelope or package.

Please ensure that all staff who submit TEC's, and those who may route TEC's through the Department's internal mail system, are aware of this policy.

If you have further questions regarding this FIM, please contact Paul Thatcher, Chief, Accounting Policies and Procedures Section, at (916) 322-6051 or CALNET 492-6051.

WENDY STILL  
Chief Financial Officer  
Office of Financial Management

cc: Headquarters Accounting Services Section  
Regional Accounting Office Managers  
Inmate Welfare Fund/Trust Accounting Section  
Timothy Gilpin, Regional Accounting-South  
Carol Gardemal, Regional Accounting-North  
William Dougherty, Accounting Management Branch  
Kim Garcia, Headquarters Accounting Services Section  
Yvonne Scott, Headquarters Accounting Services Section  
Paul Thatcher, Accounting Policies and Procedures Section  
Valerie Francisco, Accounting Policies and Procedures Section  
Accounting Policies and Procedures Section